

JOB DESCRIPTION: **ADMINISTRATIVE ASSISTANT**DATE: **07/05/2018**

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Transit Department	CLASSIFICATION:	045
SUPERVISOR:	Transit Program Administrator	SALARY RANGE:	23
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Perform a variety of duties in support of the Columbia County Transit Department (CCRider) including bookkeeping, accounts payable, accounts receivable, fare counting, as well as maintaining records, transcription, scheduling meetings, collecting data, preparing reports etc. Do related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Process accounts payable including reviewing claims, matching them to purchase orders, coding claims for payment, mailing payments and maintaining payable files. Request new vendor creation and maintain vendor records in a filing system. Issue purchase orders. Maintain relationships with vendors. Maintain supply inventories and cost out bills.

Create and maintain process documentation for CCRider processes conducted on a routine basis in accordance with County Standards.

Process ticket orders and rec-occurring orders from various sources. Count and verify fares for deposit daily.

Prepare and distributed accounts receivable invoices. Assist in maintaining accounts payable and receivable files, grant files and assist in periodic grant reporting/reimbursement requests as needed.

Perform data entry, tracking, report compilation and interface with spreadsheets, contract and grant agreements. Prepare, type and/or edit correspondence, memos, and reports for the Department. Prepare various office documents, including transcription and distribution of meeting minutes.

Perform assigned cash handling duties in the manner described in the County Cash Handling Standards.

Maintain accurate filing system relating to department activities. Prepare outgoing mail, deliver mail, claims and receipts to appropriate departments. Pick up mail or other documents to return to Department.

Assist in maintaining the CCRider website with notices, events and information.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision is not a normal responsibility of this position.

SUPERVISION RECEIVED: Work under the general supervision of the Transit Administrator who assigns and reviews work for conformance with established policies and procedures.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the

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knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Associate's degree in a related field plus at least two years' experience in finance, accounting and bookkeeping. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of office practices, procedures, elementary accounting, and arithmetic. Knowledge of administrative principles associated with budgeting, program planning, project management and contract management. Advanced knowledge of the use of computers and business software, such as spreadsheets, database, word processing and skill in the accurate use of these programs.

Ability to process financial data with consistent accuracy. Ability to communicate professionally and effectively in both written and oral form. Ability to identify confidential issues and maintain the appropriate level of confidentiality. Ability to act independently in the absence of supervision and instructions. Ability to prioritize and accomplish quickly and efficiently a large number of diverse tasks. Ability to respectfully meet requests for information and task completion from a diverse clientele in a timely manner. Ability to maintain cooperative and effective working relationships with contractors, fellow employees, other agencies, County officials and the general public.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license and be insurable under the County's liability insurance coverage.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work includes removing and empty fare boxes as well as typical office work involving the movement of files, books, equipment, etc. seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment, however, employees in this position may be required to travel to attend meetings and occasionally attend evening meetings.